



Emergency Response Plan

Revision Date					
Reviewer					

POST ON OUTSIDE OF REFRIGERATOR FOR ALL STAFF

Practice Name:		PIN:	
Primary Person Responsible:		Phone:	
Secondary Person Responsible:		Phone:	
Person with 24 hour access:		Phone:	

WHAT TO DO IN THE EVENT OF A POWER OUTAGE (FILL IN THE BLANKS)

Electrical

Power Company _____ Phone _____

How will the primary/secondary person be notified of an outage after business hours? _____

Dry Ice Vendor: _____ Phone _____

Who lives closest to the clinic location that would know about an outage during the weekend? _____

Name of Facility with Generator _____ Address _____

Name of Point of Contact for Generator _____ Phone _____

1. **If possible, do not open the refrigerator or freezer during a power outage.** An unopened unit will keep colder longer.
2. Call the power company and ask how long the power will be out. How long will power be out? _____
3. Monitor the storage temperatures once the power goes out and record on the back of this sheet or a temperature log.
4. If it looks like the power outage will last for several hours, prepare vaccines for alternate storage. Label the vaccine boxes "VFC" or place them in a separate bag for easy identification.
5. ALTERNATE STORAGE PLAN: _____

E.g., Put vaccines in a cooler surrounded by ice with a thermometer, move to location with a generator.

6. If the temperatures are out of range for several hours and vaccines are not moved to another functional storage unit, spoilage may have occurred. Mark the affected vaccine for identification. Do not administer these vaccines until manufacturers have been contacted. Do not automatically discard the affected vaccine.
7. Collect essential data on the reverse side of this sheet. Notify Virginia Vaccines For Children (VVFC) at 1-800-568-1929.

WHAT TO DO IN EVENT OF STORAGE UNIT MALFUNCTION / PROBLEM

The refrigerator door was left open, the plug was pulled, the temperature dial was set too cold or too warm

Refrigerator Repair Company: _____ Phone _____

Location of Circuit Breaker: _____ Circuit # for Storage Unit _____

1. Record the current temperature of the refrigerator/freezer when the incident is discovered (see back of this sheet).
2. Close the refrigerator door and/or plug in the refrigerator to restore appropriate temperatures. Adjust the thermostat dial. Check your circuit breaker to see if the circuit for the refrigerator was tripped.
3. If the refrigerator cannot achieve appropriate temperatures within an hour, prepare vaccines for alternate storage.
ALTERNATE STORAGE PLAN: _____
4. The unit may be malfunctioning if temperatures do not change after several hours. Call the refrigerator repair company.
5. Do not automatically discard the affected vaccine. Mark the affected vaccine for identification. Do not administer these vaccines until the manufacturers have been contacted. See the back of this sheet for manufacturers' phone numbers.
6. Collect essential data on back of this sheet. Notify VVFC at 1-800-568-1929.

Emergency Response Worksheet

TEMPERATURE LOG

Date: _____	Refrigerator Temperature	Freezer Temperature
Time	Required Range: 2°-8° Celsius or 35°-46° Fahrenheit	Required Range: -15° Celsius or 5° Fahrenheit or colder

	Refrigerator	Freezer
Number of hours that temperature was outside required range:		
Max/Min Temperature Reached:		

REFRIGERATOR

Vaccine Type	Lot #	Manufacturer	Expiration Date	Number of Doses	Manufacturers' Comments

FREEZER

Vaccine Type	Lot #	Manufacturer	Expiration Date	Number of Doses	Manufacturers' Comments

CALL ALL MANUFACTURER(S) OF AFFECTED VACCINE(S):

Vaccine	Manufacturer	Telephone Number
ADACEL (Tdap), IPV (Polio), Tripedia (DTaP), Daptacel (DTaP), TriHIBit (DTaP-HIB), DT, Td, ActHIB, Fluzone (Flu), IG, Rabies, Menactra	Aventis Pasteur	1-800-822-2463
Recombivax (Hep B), MMR, Varivax (Varicella), Pedvax-HIB, COMVAX (HIB-Hep B), Pneumovax (pneumonia), ProQuad (MMRV), VAQTA (Hep A), Gardasil, Rotateg	Merck	1-800-672-6372
Boostrix (Tdap), Infanrix (DTaP), Pediarix (DTaP-Hep B-IPV), Engerix B (Hep B), Havrix (Hep A)	GlaxoSmithKline	1-888-825-5249
Pnu-Immune (23-Valent Pneumococcal Polysaccharide), Prevnar (PCV7)	Wyeth	1-800-572-8221
H-BIG (Hep B Immune Globulin)	Bayer	1-800-288-8371
H-B (Hep B Immune Globulin)	North American Biologics, Inc.	1-800-458-4244
Rabies, FluVirin	Chiron	1-800-244-7668
Flumist	MedImmune Vaccines	877-633-4411